

**CHAPTER 19**  
**CAREER AND TECHNICAL EDUCATION PROGRAMS AND STANDARDS**

**SUBCHAPTER 1. GENERAL PROVISIONS**

**6A:19-1.1 Purpose and scope**

(a) The rules in this chapter delineate the State system of career and technical education whose purpose is to:

1. Support career education at the elementary and middle school levels that is designed to inform students of career opportunities and to assist students in formulating an educational plan for the high school level;
2. Provide secondary and postsecondary students with career and technical education programs of instruction that, in fulfillment of the New Jersey Core Curriculum Content Standards, shall:
  - i. Involve the development and implementation of curriculum and instructional methods which include the application of life, academic, and occupational skills;
  - ii. Include structured learning experiences as defined at N.J.A.C. 6A:19-1.2, Definitions;

- iii. Offer courses related to the Department recognized Career Clusters pursuant to N.J.A.C. 6A:9-11.2, Vocational-technical education certification requirements;
  - iv. Provide a variety of learning experiences to best serve the multiple learning styles of students;
  - v. Provide for multiple pathways to prepare for careers and gainful employment, and/or continuing education, such as college, postsecondary career and technical education, specialized certification, and/or registered apprenticeships;
  - vi. Encourage life-long learning and productive citizenship.
- 3. Support a comprehensive K-12 career education and counseling system; and
  - 4. Support the workforce development system by helping to ensure quality postsecondary educational opportunities for adult students.
- (b) This chapter establishes the general provisions governing career and technical education, and specifies the standards and procedures regarding career and technical education in the areas of:
- 1. Provision of career and technical education;

2. Development, approval, and delivery of career and technical education programs;
3. Structured learning experiences;
4. Career and technical education accountability system; and
5. Safety and health standards.

### **6A:19-1.2 Definitions**

The following words and terms, when used in this chapter, shall have the following meanings unless the context clearly indicates otherwise. Specialized terms unique to a specific subchapter are defined within that subchapter.

"Act" means The Carl D. Perkins Vocational and Technical Education Act of 1998, 20 U.S.C. §§ 2301 et seq.

“Approved program” means those programs that are developed and implemented in accordance with N.J.A.C. 6A:19-3.1, Program requirements, N.J.A.C. 3.2, Program approval, and N.J.S.A. 18A:54-24, Approval of courses of study.

“Career and technical education” means organized educational activities that: offer a sequence of courses (which may include structured learning experiences) providing students with the rigorous academic and technical knowledge and skills required to prepare for postsecondary education or training and for careers in emerging and established professions; and that may lead to technical skill proficiency, a credential, a certificate, or a degree; and that include competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of an industry, including entrepreneurship. The term “career and technical education” is used synonymously throughout this chapter with the term “vocational-technical education” in those places where the term “vocational-technical education” must be retained due to its basis in statute.

“Career and technical education student” means a student who enrolls in an approved career and technical education program.

“Career and technical student organization” means an organization for students enrolled in an approved career and technical education program that engages in career and technical education activities as an integral part of the instructional program. Such organizations must have State and national units that establish and coordinate the work and purposes of instruction in career and technical education at the local level.

“Career awareness, exploration, and preparation” means instruction and programs which assist students to clarify career goals, explore career possibilities, develop employability skills, develop

foundational knowledge necessary for success in the workplace, and make the transition from school to careers, including postsecondary education or training and employment.

"Career cluster" means one of the career and technical education program areas recognized by the U.S. Department of Education and by the New Jersey Department of Education.

"Career education and counseling" means developmental career guidance and academic counseling linked to the New Jersey Core Curriculum Content Standards, as defined in N.J.A.C. 6A:8-3.2, Career education and counseling.

"Classification of Instructional Programs (CIP)" means the taxonomic scheme that supports the accurate tracking, assessment, and reporting of fields of study and program completion activity. CIP was originally developed by the U.S. Department of Education's National Center for Education Statistics (NCES) in 1980, with revisions occurring in 1985 and 1990.

"Commissioner" means the Commissioner, New Jersey State Department of Education.

"County vocational school district" means a school district established by a county board of chosen freeholders, pursuant to N.J.S.A. 18A:54-12, for the purpose of providing efficient occupational, technical, and academic education opportunities to secondary and postsecondary students.

"Course" means an organization of subject matter and related learning experiences designed to meet a career and technical education objective provided for the instruction of students as part of an approved career and technical education program.

"Department" means the New Jersey State Department of Education.

"Displaced homemaker" means an individual who:

1. Has worked primarily without remuneration to care for a home and family, and for that reason has diminished marketable skills; and
2. Is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment; and
  - i. Is a parent whose youngest dependent child will become ineligible to receive assistance under part A of Title IV of the Social Security Act (42 U.S.C. §§ 601 et seq.) not later than two years after the date on which the parent applies for assistance under this title; or
  - ii. Has been dependent on the income of another family member but is no longer supported by that income.

“Economically disadvantaged student” means a student who is a member of a household that meets the Federal income poverty eligibility guidelines for free and reduced price meals or free milk established under the Richard B. Russell National School Lunch Act, which is incorporated herein by reference and can be found at <http://www.fns.usda.gov/cnd/lunch>. The National School Lunch Act is designed to safeguard the health and well-being of the Nation’s children and to encourage domestic consumption of nutritious agricultural commodities and other food, by assisting the States, through grants-in-aid and other means, in providing an adequate food supply of food and other facilities for the establishment, maintenance, operation, and expansion of nonprofit school lunch programs. The Child Nutrition Act of 1966, which established the School Breakfast Program is a Federally assisted meal program that provides low-cost or free breakfasts to children in public and nonprofit schools as well as child care institutions, and can be found at <http://www.fns.usda.gov/cnd/Governance/nslp-legislation.htm>.

"Individual with limited English proficiency" means a secondary school student, an adult, or an out-of-school youth who has limited ability in speaking, reading, writing, or understanding the English language, and:

1. Whose native language is a language other than English; or
2. Who lives in a family or community environment in which a language other than English is the dominant language.

“Individualized education program (IEP)” means a written plan developed at a meeting according to N.J.A.C. 6A:14-2.3(i)2.

"Nontraditional training and employment" means occupations or fields of work, including careers in computer science, technology, or other emerging high skill occupations, for which, nationally, individuals from one gender comprise less than 25 percent of the individuals employed in each such occupation or field of work.

"Postsecondary educational institution" means an institution legally authorized to provide postsecondary education within the State, including county colleges, county vocational school districts, career and technical training providers, and religious or charitable schools offering occupational training programs.

"Special populations" means:

1. Individuals with disabilities;
2. Individuals from economically disadvantaged families, including foster children;
3. Individuals preparing for nontraditional training and employment;
4. Single parents, including single pregnant women;



5. Displaced homemakers; and

6. Individuals with other barriers to educational achievement, including individuals with limited English proficiency.

“State Board of Education” or “State Board” means the New Jersey State Board of Vocational Education. Under P.L. 105-332, and designated by N.J.S.A. 18A:59-5, the State Board of Vocational Education is established as the agent for the State in securing for the State the benefits of Federal vocational education appropriations, pursuant to N.J.S.A. 18A:59-4 and 5.

"State Employment and Training Commission" means the State commission established under P.L.1989, c.295, to develop and assist in the implementation of a State employment and training policy with the goal of creating a coherent, integrated system of employment and training programs and services which, in concert with the efforts of the private sector, will provide each citizen of the State with equal access to the learning opportunities needed to attain and maintain high levels of productivity and earning power.

"State Plan" means the State Plan for Vocational and Technical Education as authorized by the State Board and as required under P.L. 105-332.

“Structured learning experience (SLE)” means experiential, supervised, in-depth learning experiences that are designed to offer students the opportunity to more fully explore career interests within one or more of the Career Clusters, as described in N.J.A.C. 6A:8-3.2, Career

education and counseling. SLEs are designed as rigorous activities that are integrated into the curriculum and that provide students with opportunities to: demonstrate and apply a high level of academic attainment; develop career goals; and develop personal/social goals.

"Student with a disability" means a student who is eligible for special education and related services as set forth in N.J.A.C. 6A:14.

"Workforce Investment Board" means local partnerships and public sector participants that provide coordinated planning, guidance and oversight for all workforce readiness programs in their designated area.

## **SUBCHAPTER 2. PROVISION OF CAREER AND TECHNICAL EDUCATION**

### **6A:19-2.1 Administration of career and technical education programs**

- (a) Career and technical education programs shall be delivered through a coordinated system that includes state, county, and local programs.
- (b) Career and technical education shall be provided by a school under public supervision and control under contract with the State Board of Education, a district board of education (including a county vocational board of education), or under contract with career and technical training providers, pursuant to N.J.A.C. 6A:19-2.4.

- (c) A district board of education shall not apply the term “career and technical” or “vocational-technical” to any of its schools, programs, or courses unless those schools, programs, or courses are approved by the Department and meet the general requirements included in the approved State Plan for Vocational and Technical Education.
- (d) A district board of education operating career and technical education programs shall conduct those programs within the framework of the State Plan for Vocational and Technical Education approved by the State Board of Education and accepted by the United States Department of Education.
- (e) A district board of education seeking to receive State and/or Federal funds for activities in any program of career and technical education included in N.J.S.A. 18A:54-1 et seq. shall meet the program requirements established pursuant to N.J.A.C. 6A:19-3.1.
- (f) A district board of education may establish career and technical education programs approved pursuant to N.J.A.C. 6A:19-3.1 as part of a separate career and technical high school or as part of a comprehensive high school curriculum.
- (g) A district board of education shall file with the Commissioner annual financial and statistical reports on activities in any program of career and technical education in order to be eligible to receive State or Federal aid.

- (h) A district board of education operating a career and technical education program shall account for and credit to the career and technical education account of the school district all proceeds from the sale or resale of any articles, materials, or services produced in the various classes and shops maintained under the career and technical education program.
- (i) A district board of education operating career and technical education programs shall maintain separate accounts of all local, State, and Federal funds used for those programs.
- (j) A district board of education operating shared-time and or full-time career and technical education programs shall maintain approved student health evaluation procedures for applicants for admission to such schools and programs. The student health evaluator, designated by the district board of education, shall report immediately to the principal of any school in the school district regarding any student whose physical condition may impair the student's safety or health while enrolled in a career and technical education program, or which may prevent the student from obtaining regular employment.
- (k) A district board of education operating a career and technical education program shall comply with all requirements pursuant to N.J.A.C. 6A:19-6, Safety and Health Standards, in the administration and operation of career and technical education programs.

**6A:19-2.2 Delivery of career and technical education programs by county vocational school districts**

- (a) County vocational school district programs shall be based upon unique circumstances governed by matters of economic demand, geography, program efficiencies, or the presence of specialized facilities integral to the offering of the programs.
- (b) The county system for career and technical education shall include those secondary and postsecondary programs identified by the county board of vocational education as needed.
- (c) Approval of county vocational school district programs shall be based upon satisfaction of the requirements under N.J.A.C. 6A:19-3.1.
- (d) The chief school administrator of the county vocational school district shall have complete responsibility, subject to the rules of the State Board of Education and the Commissioner, for a county vocational school district in those areas in which the county board of vocational education has direct responsibilities, and shall be directly responsible to a county board for vocational education.

### **6A:19-2.3 Access to county vocational schools**

- (a) Each resident district board of education shall ensure that resident students may apply to and, if accepted, attend a county vocational school pursuant to N.J.S.A. 18A:54-20.1.

The existence of the same career and technical education program at the resident district board of education shall not negate a student's right to apply to and, if accepted, attend a county vocational school, subject to the following limitations:

1. The resident district board of education shall be responsible for the tuition and transportation costs of any resident student admitted to the county vocational school in which the school district is located, unless the resident district board of education maintains a vocational school pursuant to N.J.S.A. 18A:54-5 et seq., and such school offers the same program as the county vocational school where the student has been admitted. A program shall be deemed the same, for purposes of this section, if it is approved by the Department in accordance with N.J.A.C. 6A:19-3.1 and 3.2, is assigned the same Classification of Instructional Programs (CIP) code, and meets or exceeds all applicable program performance standards; and
2. The resident district board of education shall be responsible for the tuition, transportation costs, and nonresident fee (where applicable) of any resident student admitted to a county vocational school outside the county in which the resident school district is located, unless the district board of education maintains a vocational school pursuant to N.J.S.A. 18A:54-5 et seq., or the county in which the resident

school district is located maintains a county vocational school, and either of these schools offers the same program as the non-resident county vocational school where the student has been admitted. A program shall be deemed the same, for purposes of this section, if it is approved by the Department in accordance with N.J.A.C. 6A:19-3.1 and 3.2, is assigned the same Classification of Instructional Programs (CIP) code, and meets or exceeds all applicable program performance standards.

- (b) A county vocational school district shall admit resident students for enrollment in classes and provide instruction on the basis of student's application for admission and acceptance. A county vocational school district shall similarly admit non-resident students to the extent that space is available, pursuant to N.J.S.A. 18A: 54-20.1b.
- (c) County vocational school districts receiving students from a district board of education shall enter into written contractual agreements for estimated tuition rates not to exceed the limitations imposed by N.J.S.A. 18A:54-23.4. The method of determining tuition rates shall be as specified in N.J.A.C. 6A:23-3, Tuition Public Schools.
- (d) A district board of education shall provide a county vocational school district and its designated representative(s) with reasonable opportunity, during school hours, to present information about the county vocational school district's programs to all students, grades K-12, in the schools of the district board. No district board of education may in any manner inhibit student access to such information.

#### **6A:19-2.4 Career and technical instruction under contract**

(a) Provision of any portion of the program of instruction in career and technical education on an individual or group basis by public or nonpublic agencies or institutions other than the State Board or district board of education shall be made through a written contract with the State Board or a district board of education. Such contract shall describe the portion of instruction to be provided by such agency or institution and incorporate the standards and requirements of career and technical education set forth in this chapter. Such contract shall be entered into only upon a determination by the State Board or district board of education of satisfactory assurance that:

1. The contract is in accordance with State or local law;
2. The instruction being sought is not offered at a comparable cost by a district board of education within reasonable proximity of the district board of education seeking the career and technical education; and
3. The instruction to be provided under contract will be conducted as a part of an approved career and technical education program of the State and will constitute a reasonable and prudent use of available funds.

(b) A district board of education seeking to enter into a contract with a career and technical training provider shall be responsible for determining that such providers can achieve the



objectives of the State Plan and can provide substantially equivalent training at a lesser cost, or can provide equipment or services not available in public agencies or institutions. The district board of education shall also be responsible for determining that the career and technical training provider is currently approved by the State to enroll students in the subject to be taught.

(c) Each district board of education entering into a contract with a career and technical training provider shall ensure that the contract assures that all parties and all contractual criteria referenced therein be in accordance with all applicable Federal and State laws and regulations.

(d) Each district board of education entering into a contract with a career and technical training provider shall append to each contract a copy of the proposed curriculum, applicable student schedules, rules of the career and technical training provider concerning participating students, current comparative programmatic and cost analyses demonstrating that training offered is equivalent in nature and is being provided at a lesser per capita cost than could be provided by the contracting district board of education, statement of qualifications of teaching personnel, applicable safety and health plan, and any other appendices deemed appropriate by the contracting parties, county superintendent of schools, or the Commissioner.

(e) A district board of education entering into a contract with a career and technical training provider shall prohibit from participation in the contracted portion of the program any

students who fails to attend, without sufficient cause, that portion of the school program provided in the public or nonpublic sending school.

(f) A district board of education entering into a contract with a career and technical training provider shall assign course credit in accordance with the provisions of N.J.A.C. 6A:8-5.1(a)1i or ii, except that no course at a career and technical training provider shall receive more than 10 credits.

(g) When the county vocational school district is unable to provide approved career and technical education programs sufficient to meet established needs, a district board of education may enter into contracts with career and technical training providers for the provision of career and technical education under the following conditions:

1. The district board of education has met the requirements set forth at N.J.A.C. 6A:8-5.1;
2. Such courses cannot be provided by the county or regional vocational school districts or other school districts; and
3. A career and technical training provider can provide substantially equivalent training at a lesser cost as substantiated and certified by the district board of education subject to the review and approval of the Commissioner. The course shall meet the

requirements of the Public School Education Act of 1975 (N.J.S.A. 18A:7A-1 et seq.).

- (h) A career and technical training provider shall seek the approval of the Department to be deemed eligible to enter into contracts with a district board of education.
- (i) A license or certificate of approval to operate in the State of New Jersey must have been held by the career and technical training provider for at least two consecutive years preceding execution of the contract. The two-year period of operation requirement will apply to courses offered by a subsidiary branch or extension of a school.
- (j) Additional facilities acquired by a career and technical training provider because of space limitations will not be considered to be a subsidiary branch or extension and will not be subject to the two-year limitation if all of the following conditions are met:
  - 1. The school has reached the limit of its enrollment capacity in its present facilities;
  - 2. The courses to be offered at the additional facilities are the same as those given in the present facilities; and
  - 3. The additional facilities are within normal commuting distance of the present facilities.

(k) A career and technical training provider shall comply with all applicable State laws and regulations and, in addition, all facilities and instructional equipment to be used in meeting the terms and conditions of the proposed contract shall be approved by the county superintendent of schools of the county in which the school is located. Facility approval criteria, as a minimum, shall be those used for emergency approval for public schools.

(l) Such contracting career and technical training providers shall be subject to all of the provisions of applicable State laws and regulations.

(m) The contracted career and technical training provider shall furnish to the contracting district board of education, in a timely fashion, student progress and attendance records to coincide with existing public school reporting procedures.

(n) A district board of education entering into a contract with a career and technical training provider shall have the right to withhold final payment to a career and technical training provider until the contracting district board of education receives course completion results on an individual basis.

## **SUBCHAPTER 3. DEVELOPMENT, APPROVAL, AND DELIVERY OF CAREER AND TECHNICAL EDUCATION**

### **6A:19-3.1 Program requirements**

(a) A district board of education intending to offer a career and technical education program or programs shall develop the program or programs based on the required elements established by the Department, as follow:

1. A documented need for the program;
2. A career and technical education program advisory committee that includes parents, students, teachers, school counseling staff, representatives of business and industry, labor organizations, representatives of special populations, and other interested individuals representing the appropriate programs;
3. Program admission requirements that include access for all populations, including special populations and special education students;
4. Instructional staff holding the appropriate certificates;
5. Enrollment projections of the program for the first three years of the program's operation;

6. A program curriculum, which shall include:
  - i. A coherent sequence of courses of not fewer than three identifiable courses;
  - ii. Classroom instruction combined and coordinated with field, shop, or laboratory experiences, structured learning experiences, or other experiences which are appropriate to the competencies of the career clusters;
  - iii. Academic content that is aligned to the New Jersey Core Curriculum Content Standards for secondary programs, which can be found on the New Jersey Department of Education website at [www.state.nj.us/njded/cccs/](http://www.state.nj.us/njded/cccs/);
  - iv. Content that meets industry-approved or nationally-recognized skill standards;
  - v. Industry-based skill certificates, when available;
  - vi. Opportunities to participate in structured learning experiences implemented in accordance with N.J.A.C. 6A:19-4;
  - vii. Opportunities to participate in career and technical student organizations; and
  - viii. A career and technical education safety and health program and plan;

7. Adequate resources required to operate the program, including sufficient and appropriate instructional and support staff, facilities, and equipment;
8. A plan to establish relevant postsecondary education and training linkages; and
9. Procedures for the evaluation of student and program performance and methods to improve programs based upon evaluation results.

#### **6A:19-3.2 Program approval**

A district board of education that seeks to operate or continue operating a career and technical education program or programs and that seeks to place or supervise students in apprenticeship training or cooperative education experiences, and/or apply for or receive Carl D. Perkins funds or its successor to support the program or programs shall meet all of the requirements under N.J.A.C. 6A:19-3.1, and shall apply to the Department for program approval based upon satisfaction of the requirements under N.J.A.C. 6A:19-3.1.

#### **6A:19-3.3 Career and technical student organizations**

- (a) Payment of State and national dues shall be a requirement for membership in a New Jersey or national career and technical student organizations (CTSO).

- (b) Membership in the appropriate CTSO and adherence to published deadlines shall be required for participation at State and national CTSO competitive events. The State advisor of each CTSO shall publish deadlines by September 15 of each school year in accordance with planned State and national activities.
- (c) The operation of a CTSO shall be in accordance with the organization's State and national constitution, bylaws, published rules and regulations.
- (d) The local chapter advisor shall be responsible for the operation of the local chapter activities and for meeting membership and other eligibility requirements for State and national career and technical student organization activities.
- (e) CTSO programs and events shall reflect current industry-based standards and competencies for the career clusters they serve.
- (f) The career and technical student organization shall offer professional development activities to local advisors to strengthen instructional programs.

#### **6A:19-3.4 Postsecondary instructional services personnel**

A county vocational school district employing individuals who do not possess education licenses to provide postsecondary career and technical courses shall ensure that such individuals possess, in the subject area, a minimum of four years of appropriate industry experience and industry-



endorsed or education credentials, as applicable, necessary to meet the instructional objectives of the course.

#### **6A:19-3.5 Programs and services for students with specialized needs**

Career and technical education programs and services for special education students and students who are members of special populations shall be provided in accordance with N.J.A.C. 6A:14, Special Education, 6A:15, Bilingual Education, and other relevant New Jersey State and Federal laws and regulations.

#### **6A:19-3.6 Career education and counseling**

A district board of education, in fulfillment of the New Jersey Core Curriculum Content Standards, shall develop and implement a comprehensive guidance and academic counseling program for all students to facilitate career awareness, exploration, and preparation, in accordance with N.J.A.C. 6A:8-3.2.

## **SUBCHAPTER 4. STRUCTURED LEARNING EXPERIENCES**

### **6A:19-4.1 Requirements of structured learning experiences**

- (a) Each district board of education shall offer all high school students opportunities to explore career interests through participation in structured learning experiences linked to the New Jersey Core Curriculum Content Standards.
- (b) Each district board of education shall ensure that structured learning experiences for students with disabilities shall include educational programs and services designed to enable them to achieve the structured learning experience objectives in accordance with the student's Individualized Education Program (IEP), pursuant to N.J.A.C. 6A:14.
- (c) Each district board of education shall ensure that all structured learning experiences adhere to all applicable State and Federal laws and regulations, including the Fair Labor Standards Act and all applicable State and Federal child labor laws when placing students at a training site.
- (d) If the structured learning experience is sponsored by the district board of education, the district board of education shall maintain all records for the structured learning experience.

(e) Transportation of the student to and from the site of the structured learning experience shall be the responsibility of the student, unless otherwise required pursuant to N.J.A.C.

6A:14, Special Education.

(f) Each district board of education shall assess the progress of students participating in structured learning experiences in developing the knowledge and skills specified by the New Jersey Core Curriculum Content Standards if such experiences will be used to meet the graduation requirements of N.J.A.C. 6A:8-5.1(a)1i(9) or (a)1ii(a)(A).

#### **6A:19-4.2 Definitions**

The following words and terms, when used in this subchapter, shall have the following meanings, unless the context clearly indicates otherwise.

“Apprenticeship training” means a paid structured learning experience in which students who are enrolled in an approved program are placed into an employer-sponsored training program to learn a skilled trade or technical occupation that is clearly identified and commonly recognized throughout an industry, and that is customarily learned in a practical way through a structured, systematic program of on-the-job supervised training. Apprenticeship training involves manual, mechanical, or technical skills and knowledge and requires related theoretical instruction to supplement the on-the-job training. Apprentice training programs are registered with the New Jersey Department of Labor and Workforce Development and the U.S. Department of Labor, Bureau of Apprenticeship and Training, in compliance with 29 CFR §§29.29 and 29.30.

“Career exploration experience” means learning experiences, including structured learning experiences, which assist students in clarifying career goals, exploring career possibilities, developing employability skills, developing foundational knowledge necessary for success in the workplace, and making the transition from school to careers, including postsecondary education or training and employment.

“Cooperative education experience” means a paid structured learning experience in which students who are enrolled in an approved program are placed into employment which is appropriate for the approved program, and through written cooperative arrangements between a school and employers, students receive instruction, including required academic courses and approved programs, by alternation of study in school and at the employment site.

“Hazardous structured learning experience activities” means those activities regulated by State and Federal child labor laws, regulations and hazardous orders as hazardous with limited exemptions permitted for students who are enrolled in an approved program and who are participating in a cooperative education experience or apprenticeship training.

“Internship” means paid or unpaid structured learning experiences in non-hazardous occupations that are designed for career exploration and which include supervised practical training.

“Job shadowing” means unpaid structured learning experiences in which students determine by observation, interview, and study the pertinent information related to an occupation or career.

“National and community service project” means unpaid structured learning experiences in non-hazardous settings in which students participate in any project, program, or undertaking designed to provide, or assist in providing, activities or services to promote conservation, restoration, or preservation of natural resources, open space of the environment, or public health, education and welfare among the general population or segments of the population having identifiable needs or deficiencies.

“Rigorous activities” means that the student activities have identifiable educational goals which support the New Jersey Core Curriculum Content Standards and, in particular, the career education and consumer, family and life skills standards and the technological literacy standards.

“School-based enterprises” means structured learning experiences in nonhazardous settings that are part of enterprises that involve the production of goods and services by students for sale to or use by others.

“Service learning” means unpaid structured learning experiences in nonhazardous settings taking place in the community that are designed to foster students’ community service and civic responsibility.

“Student training plan” means a written plan describing student learning activities taking place during any structured learning experience.

“Supervised agriculture experience” means activities for students who are enrolled in approved agriculture, food and natural resources programs that are designed to promote career exploration; research, experimentation, and analysis; and business ownership and entrepreneurship; and placements into paid and unpaid external, work-based, supervised structured learning experiences in agriculture-related businesses.

“Volunteer” means a person who donates his or her service for the protection of the health and safety of the general public. Such a person would include, among others, a volunteer fire fighter, rescue worker, and aide in the care of the sick, aged, young, mentally ill, destitute and the like or assistant in the religious, eleemosynary, educational, hospital, cultural and similar activities, as defined by N.J.A.C. 12:56-2.1.

"Work Experience Career Exploration Program (WECEP)" means a school supervised, school-administered work experience program designed to permit students between the ages of 14 and 16 to explore career possibilities while they earn credit for both in-school related instruction and on-the-job experience. Pursuant to the requirements of 29 CFR Part 570.35a, the program allows for the employment of minors, whom authoritative local school personnel identify as being able to benefit from the program, in otherwise prohibited circumstances for up to 23 hours per week when school is in session and for no more than three hours in any one day. WECEP programs must follow Department guidelines as approved by the U.S. Department of Labor, Employment and Training Administration, Wage and Hour Division.

### **6A:19-4.3 Requirements of structured learning experience coordinating personnel**

- (a) Each district board of education shall ensure that students enrolled in approved programs and who are participating in cooperative education experiences or apprenticeship training are supervised by school personnel who meet the requirements at N.J.A.C. 6A:9-13.19, Cooperative education coordinator—hazardous occupations, 13.20, Cooperative education coordinator, or 13.21, County apprenticeship coordinator, as appropriate.
  
- (b) Each district board of education shall ensure that all other structured learning experiences, that is, other than apprenticeship training and cooperative education experiences, shall be coordinated by school personnel who are assigned by the chief school administrator of the employing district board of education and who meet the following requirements:
  - 1. Holds a standard instructional certificate;
  
  - 2. Presents evidence of one year of full-time, successful classroom teaching experience;  
and
  
  - 3. Completes the study requirements found at N.J.A.C. 6A:9-13.19(b)2i and ii, 13.20(b)2i and ii, or 13.21(b)3i and ii.

(c) The chief school administrator of the employing district board of education shall forward to the county superintendent evidence of completion of the required training pursuant to N.J.A.C. 6A:19-4.3(b)3.

(d) The assigned staff member shall have full responsibility for the student's on-the-job placement to ensure that employment is appropriate to the student's skills, abilities, and career goals. The site assignment shall constitute a training and learning situation, be free of student exploitation, and shall comply with applicable safety and health standards and Federal and State child labor laws, regulations, and hazardous orders.

## **SUBCHAPTER 5. CAREER AND TECHNICAL EDUCATION ACCOUNTABILITY SYSTEM**

### **6A:19-5.1 Performance targets and core indicators**

(a) Each district board of education and State agency that offers career and technical education programs established and operated in accordance with N.J.A.C. 6A:19-3.1 shall be responsible for achieving the Statewide performance targets for a series of core indicators for secondary and postsecondary career and technical education students, and other indicators of performance for career and technical education activities authorized under this chapter.



1. Each district board of education and State agency shall meet the levels of performance prescribed by the Department in the following areas:

i. For secondary students:

(1) Academic attainment;

(2) Technical attainment;

(3) High school completion;

(4) Credential/diploma attainment;

(5) Placement—employment, postsecondary education, or military enlistment;

(6) Non-traditional student participation; and

(7) Non-traditional student completion.

ii. For postsecondary students in two- and four-year institutions of higher education:

(1) Academic attainment;

(2) Technical attainment;

(3) Degree/credential attainment;

(4) Placement—employment, further education, or military enlistment;

(5) Retention—education, employment, or military service;

(6) Non-traditional student participation; and

(7) Non-traditional student completion.

iii. For postsecondary students in county vocational school districts:

(1) Technical attainment;

(2) Program completion;

(3) Placement—employment, further education, or military enlistment;

(4) Retention—education, employment, or military service;

(5) Non-traditional student participation; and

(6) Non-traditional student completion.

2. District boards of education and state agencies, as described under (a)1 above shall also make continuous and significant improvement in career and technical achievement of career and technical education students, and levels of performance shall be objective, quantifiable, and measurable.

3. District boards of education and State agencies, as described under (a)1 above, shall also identify in the local plans the level of performance targeted for each of the core indicators of performance.

(b) District boards of education and state agencies that offer career and technical education programs established and operated in accordance with N.J.A.C. 6A:19-3.1 and that receive Federal and/or State funds in support of those career and technical education programs shall be responsible for the appropriate and timely expenditure of those funds for career and technical education instructional activities.

#### **6A:19-5.2 Program evaluation and reporting**

(a) Districts boards of education and State agencies that offer career and technical education programs established and operated in accordance with N.J.A.C. 6A:19-3.1 shall conduct an annual evaluation of such programs.

(b) District boards of education and State agencies that offer career and technical education programs established and operated in accordance with N.J.A.C. 6A:19-3.1 shall report to the Department, on an annual basis, progress in achieving the local adjusted levels of performance on the core indicators of performance at N.J.A.C. 6A:19-5.1.

## **SUBCHAPTER 6. SAFETY AND HEALTH STANDARDS**

### **N.J.A.C. 6A:19-6.1 Applicability and implementation of safety and health standards**

All safety and health standards contained in this subchapter apply to career and technical education programs and courses, including career orientation courses and structured learning experiences.

### **6A:19-6.2 Definitions**

The following words and terms, as used in this subchapter, shall have the following meanings, unless the context clearly indicates otherwise.

“Hazard analysis” means a method of reviewing career and technical education program tools, equipment, materials, procedures, and processes in order to identify potential causes of injury or illness.

“Hazardous substance” means any substance or substance contained in a mixture included on the workplace hazardous substance list developed by the Department of Health and Senior Services, pursuant to N.J.S.A. 34:5A-5, introduced by an employer to be used, studied, produced, or otherwise handled at a facility.

“Incident reporting form” means the electronic form provided by the Department to identify reportable incidents for submission to the Department.

“Point of operation” means the area on a machine where work is actually performed upon the material being processed.

“Reportable incident” means any injury or illness resulting from participation in a career and technical education program, occurring either on school premises or off-premises at an approved structured learning experience training site, including travel to or from the off-premises site, and which requires treatment by a licensed medical doctor.

“Universal precautions” means routine procedures for sanitation and hygiene when handling body fluids including the use of barrier precautions to prevent direct skin contact with blood or any body fluid containing blood.

### **6A:19-6.3 Safety and health standards: adoption by reference**

- (a) The standards contained in N.J.A.C. 12:100, Safety and Health Standards for Public Employees, are adopted as safety and health standards for career and technical education programs and courses.
- (b) The standards are available for review at the New Jersey Department of Labor and Workforce Development, Office of Public Employees' Occupational Safety and Health, PO Box 386, Trenton, NJ 08625-0386.

### **6A:19-6.4 Other applicable environmental, safety, and health rules**

All district boards of education and other institutions and agencies operating career and technical education programs and courses, including career orientation courses and structured learning experiences, shall comply with all applicable environmental, safety, and health laws, including child labor laws where applicable, not referenced in this subchapter that have been adopted by the New Jersey Department of Education, the New Jersey Department of Community Affairs, the New Jersey Department of Labor and Workforce Development, the New Jersey Department of Environmental Protection, the New Jersey Department of Health and Senior Services, the United States Department of Environmental Protection, and the United States Department of Labor.

## **6A:19-6.5 Safety and health plan**

- (a) All district boards of education and other institutions and agencies operating career and technical education programs or courses shall organize, adopt, and implement a written career and technical education safety and health plan describing the safety and health program being used to protect students and staff from safety and health risks on and offsite. A copy of the plan, indicating the district board of education, the agency or institution's adoption and approval, shall be retained on file by the agency or institution and made available, upon request, to the Department of Education.
- (b) As changes are made to the safety and health program, the safety and health plan shall be updated to reflect the changes. At a minimum, the safety and health plan shall be reviewed, updated as necessary, and readopted every two years.
- (c) Each district board of education and other institution or agency operating career and technical education programs or courses shall designate a person or persons, other than the chief executive or chief administrative officer, who shall oversee updating and implementation of the approved safety and health plan.
- (d) The safety and health plan shall contain, as a minimum, the following:
  - 1. A statement of the general policies for the safe and healthy operation of all vocational programs, courses and structured-learning experiences;

2. The individuals and/or groups responsible for implementing the safety and health plan;
3. District board of education objectives for the safety and health plan;
4. The procedures required for conducting a safety and health hazard analysis for each career and technical education course and/or program in operation, including, but not limited to:
  - i. Periodic inspections and maintenance of facilities, tools, machines, equipment, personal protective devices, hazardous substances, and for the elimination of potential or identified hazards; and
  - ii. Specific statements of practices and precautions required for safe and healthy operation within each course;
5. Emergency procedures to be followed in the event of an injury, illness, hazardous spill, fire or other emergency situation involving a student, teacher or any other individual;
6. Methods to be used to ensure that all career and technical education students are provided safety and health education and training. Such education and training shall include, but not be limited to the following:



- i. Hazards and hazardous equipment, supplies, and materials associated with the course and/or program, including methods for incorporating the results of hazard analysis;
  - ii. Safe practices and precautions to be used to prevent injury and illness; and,
  - iii. Procedures and methods to be used to document and assess students' knowledge of safety and health practices and procedures;
7. A system, which may include disciplinary action, to ensure that students comply with safe and healthy practices;
8. Procedures to ensure that all new career and technical education staff and students receive appropriate initial safety and health program training prior to working or participating in any career and technical education course or program; and,
9. Procedures required for the investigation all reportable incidents under N.J.A.C. 6A:19-7.5, and implement corrective action, where possible.

#### **6A:19-6.6 Reporting requirements**

- (a) District boards of education shall report to the Commissioner incidents involving career and technical education program students, staff, or others within five working days of the occurrence on the incident reporting form supplied by the Department.
- (b) District boards of education shall investigate reportable incidents and shall implement corrective action, as needed, to prevent similar incidents from being repeated in the future. The corrective action that is implemented shall be recorded on the incident reporting form.

#### **6A:19-6.7 Securing machines and equipment**

- (a) Each machine shall be so constructed, installed, and maintained as to be free from excessive vibration.
- (b) Arbors and mandrels shall be so constructed, installed and maintained as to have firm and secure bearing and be free from play.
- (c) Machines and equipment requiring the presence of an operator shall not be left unattended while in operation or still in motion.

- (d) An electrical power control shall be provided on each machine to make it possible for the operator to cut off the power without leaving the operating position.
- (e) On all nonportable motorized equipment and machinery, a magnetic-type switch shall be provided to prevent machines from automatically restarting upon restoration of power after an electrical failure or electric cutoff.
- (f) Power controls and operating controls shall be located within easy reach of the operator while the operator is at the regular work location, thereby making it unnecessary to reach over the point of operation to make adjustments.
- (g) Each machine operated by electrical power shall be provided with positive means for rendering it inoperative while repairs or tool changes are being made.
- (h) Push-type emergency cutout switches shall be provided at appropriate locations within shops to de-energize the electrical supply to nonportable machinery in accordance with N.J.A.C. 6A:26-6.3(f)1.
- (i) Power tools and machines in shops which generate dust shall be provided with dust collecting equipment in accordance with N.J.A.C. 6A:26-6.3(b)5.

#### **6A:19-6.8 Storage of flammable and combustible materials**

- (a) Flammable and combustible liquids in storage shall be kept in the original closed container supplied by the manufacturer or in approved safety cans.
- (b) Flammable or combustible liquids not in storage and ready for use shall be transferred from the original closed container to approved safety cans. This does not apply to finishing or other materials designed to be used from the original closed container, provided the container is resealed immediately after use.
- (c) Approved oily waste cans shall be provided for the disposal of materials that have come into contact with flammable or combustible liquids or other materials that can support spontaneous combustion.
- (d) Flammable or combustible liquids shall be stored in accordance with the requirements as specified in the 2003 National Fire Protection Association (NFPA) 30, "Flammable and Combustible Liquids Code," which is incorporated herein by reference, as amended and supplemented. This document may be purchased from the National Fire Protection Association, 1 Batterymarch Park, PO Box 9101, Quincy, MA 02169-7471.

## **SUBCHAPTER 7. CAREER AND TECHNICAL TRAINING PROVIDERS**

### **6A:19-7.1 Purpose and authority**

These rules define the programmatic requirements for career and technical training providers to participate in the workforce development system, in accordance with N.J.S.A. 6A:69-1 et seq., P.L. 1981, c. 531 (N.J.S.A. 44:12-2), P.L. 1992, c. 43 (N.J.S.A. 34:15D-1 et seq.), and P.L. 101-392, section 113(b)14.

### **6A:19-7.2 Definitions**

The following words and terms, as used in this subchapter, shall have the following meanings, unless the context clearly indicates otherwise.

“Advisory board” means a group consisting of three or more experts, selected by the school, proficient in the subject area of the curriculum to be taught, whose responsibility is to evaluate the curriculum for reliability and validity and make recommendations for revisions if necessary.

"Career and technical training provider" means a qualifying school as defined by P.L. 2005, c. 354.

“Certificate of approval” means the document that provides evidence of the school’s registration and permit to operate issued by the Commissioners of the Departments of Education and Labor

and Workforce Development, as prescribed in N.J.S.A. 18A:69-2 and more fully delineated in this subchapter.

“Commissioner” means the Commissioner of the Department of Education.

“Course” means an organization of subject matter and related learning experiences designed to meet an occupational objective offered for the instruction of students on a systematic basis.

“Director” means the director of the career and technical training provider who is on site during the hours of operation and who is responsible for the total administration of only one school site.

“Externship” means a period of supervised practical training which is part of an approved program but offered at a site other than the approved private vocational school.

“Instructional hour” means 60 minutes of class lecture, recitation, faculty supervised laboratory, shop training, internship, or externship. It also means 60 minutes of preparation in a correspondence course as defined by Section 600.2, Higher Education Act of 1965 as amended; 20 U.S.C. §§124-129; and 26 U.S.C. §501C.

“Instructional program” means the planned sequence of courses, services, or activities designed to meet educational and employment objectives.

“Internship” means a period of supervised practical training which is part of an approved program but offered within the career and technical training school.

#### **6A:19-7.3 Application for instructional program approval**

(a) Pursuant to P.L. 2004, c. 39, the Department of Education is responsible for approving the following components of a career and technical training provider:

1. Curriculum; and
2. Personnel credentialing:
  - i. Professional credentialing; and
  - ii. Criminal history review.

(b) To be approved, a career and technical training provider must, at a minimum, provide evidence of the following in the application submitted for instructional program approval in a format approved by the Department of Education:

1. A program of instruction that is based on specific occupational objectives and competencies, aligned with the professional skill standards industry certifications, or other nationally recognized curriculum sources. Absent a professional skill standard

or industry certification, the career and technical training provider must establish an advisory board to evaluate each curriculum for reliability and validity.

2. A course of study comprising:

- i. The major elements of instruction;
- ii. The number of instructional hours;
- iii. A description of the method of instruction;
- iv. A delineation of the educational space;
- v. A list of equipment, tools, and text materials which shall be aligned to the competencies and skills that will be taught; and
- vi. Assessment instruments to measure student and instructor performance in accordance with State, national, or industry standards including, where applicable, the National or State license or certification examination.

3. Owner'(s) and director'(s) resumes and letters of reference.



4. Criminal history reports for the career and technical training school owner(s) and directors and other staff as required by the Commissioner in accordance with N.J.S.A. 18A:6-7.2a. The Commissioner of Education shall deny approval if the required criminal history reports are not provided and/or if it has been determined that school personnel have disqualifying offenses pursuant to N.J.S.A. 18A:6-7.1.

5. A school district bulletin that includes:

- i. A list of school administrators names and titles;
- ii. A conflict resolution policy;
- iii. An explanation of grading system;
- iv. A policy on handling and availability of student records;
- v. A program descriptions; and
- vi. A student and instructor evaluation policies.

(c) The annual application for renewal of a certificate of approval to operate a private career and technical school or correspondence school shall include documentation current as of

the time of application of any modifications to the documentation provided in the original application for institutional approval, in accordance with (b) above.

#### **6A:19-7.4 Application for facilities approval**

Career and technical training providers shall, prior to the issuance of a certificate of approval, obtain verification by the New Jersey Departments of Education and Labor and Workforce Development that the facilities and instructional equipment identified in the application for instructional program approval are available and appropriate for each instructional program seeking approval.

#### **6A:19-7.5 Operations**

- (a) A career and technical training provider shall ensure that education and training programs are designed and delivered in such a way that all students are able to demonstrate the knowledge and skills specified in the approved program application according to N.J.A.C. 6A:19-7.3.
- (b) A career and technical training provider shall ensure the quality of education and training facilities through the use of nationally recognized standards of operation approved by one of the national accrediting agencies recognized by the U.S. Secretary of Education.

(c) A career and technical training provider shall assure the Department of Education of the quality of education in the following areas:

1. Curricula;
2. Grading policies;
3. Program length in clock hours or credit hours (if accredited), the subject matters taught, and the objectives of the certificates or credentials offered;
4. Success with respect to student achievement in relation to mission, including, as appropriate, consideration of course completion, state licensing examination and job placement rates; and
5. Personnel:
  - i. The career and technical training school director shall have completed six years of academic, military, and/or job-related experience beyond high school graduation that includes a minimum of two years of practical experience in a supervisory, administrative, or teaching position;
  - ii. Faculty of the private career and technical training school must meet the following qualifications:

(1) Possession of a certificate of proof of successful completion of a Content and Methods course offered through an accredited college; and

(2) Competency in the subject(s) to be taught as demonstrated by possession of one of the following:

(A) An appropriate instructional certificate issued by the State Board of Examiners, or a comparable teaching certificate issued by a recognized certifying authority in another state with which the State Board of Examiners has reciprocity or an industry certification in the subject to be taught;

(B) An industry certification in the subject to be taught;

(C) A baccalaureate degree from a recognized institution with a major or specialization in the subject area to be taught;

(D) Evidence of attainment of a journeyperson's status by possessing a certificate of completion of apprenticeship training in the subject to be taught, with at least two years of job experience;

(E) Evidence of attainment of a passing score on the written portion of the appropriate National Occupational Competency Testing Institute's

(NOCTI) Examination and two years of documented full-time employment in the trade area;

(F) Evidence of attainment of a passing score on the National Teacher Examination in the appropriate subject area and two years of documented full-time employment in the trade area. A passing score shall be the minimum passing score required by the Department of Education for the issuance of instructional certification in the appropriate subject teaching field;

(G) A certificate of completion from an approved school, or hold the appropriate license in the occupational area to be taught, and a minimum of two years full-time employment in the occupation following the training time;

(H) An associate's degree from an accredited college, with a major or specialization in the subject area to be taught, and a minimum of two years of documented full-time employment in the trade area following training time; or

(I) A high school diploma or its equivalent and a minimum of four years of documented full-time employment in the skilled trade, technical, business or service occupation to be taught.

#### **6A:19-7.6 Monitoring and site visits**

Each approved private vocational school shall be monitored by the Department of Education a minimum of once every two years, or according to a schedule established by the Commissioner. Monitoring outcomes shall be to recommend to the Commissioners of the Departments of Education and Labor and Workforce Development regarding the continuation or suspension of the Certificate of Approval held by the private training provider for the institution or its program.